



University of  
**Salford**  
MANCHESTER

## **The Climate Crisis and Community Action Research Study (CCCARS)**

### **Recruitment of 5 Co-researchers**

**Hourly rate of £10.03 plus £1.21 per holiday pay**

**Minimum commitment of 4 hours per month two-year period**

Do you live in Bolton? Are you concerned about the Climate Crisis? Are you passionate about climate change and want to do something? Do you want to understand how we could do more in Bolton to help us reach net-zero carbon emissions sooner? Do you believe that community action is key?

If the answer to all the above is yes, then you maybe interested in becoming a Co-researcher for the Climate Crisis and Community Action Research Study (CCCARS).

The research is being undertaken by a student at the University of Salford, who is also a Bolton Council employee. The study aims to understand how our communities in Bolton can come together to make sustained change and accelerate our progress towards net-zero carbon emissions.

As a co-researcher you will live in Bolton, have good community knowledge and networks, and be passionate about the Climate Crisis and supporting communities to come together and deliver action.

Your role will be to help develop the project to ensure that it meets the needs of the community. Working with the support from the Lead Researcher, Key tasks will include recruiting participants from the local community, and, alongside the research team, designing and delivering focus groups, and collecting and analysing data. As a co-researcher you will receive training and will be given lots of opportunities to get involved. See further details on the attached job description below.

We would also like to understand your experience in taking part in the study. So, you will also be invited to take part in interviews to explore your experience. Further information can be found on the Participant Information Sheet.

If you would like to discuss the opportunity further, please contact the Lead Researcher,

Bryony O'Connor - 07789 031692

No formal qualifications needed - just a passion and commitment to making a difference in Bolton around Climate Change! If you are interested in applying, please fill in the short form below by scanning the QR code or filling in the <https://forms.office.com/r/uNUih3RWwP>

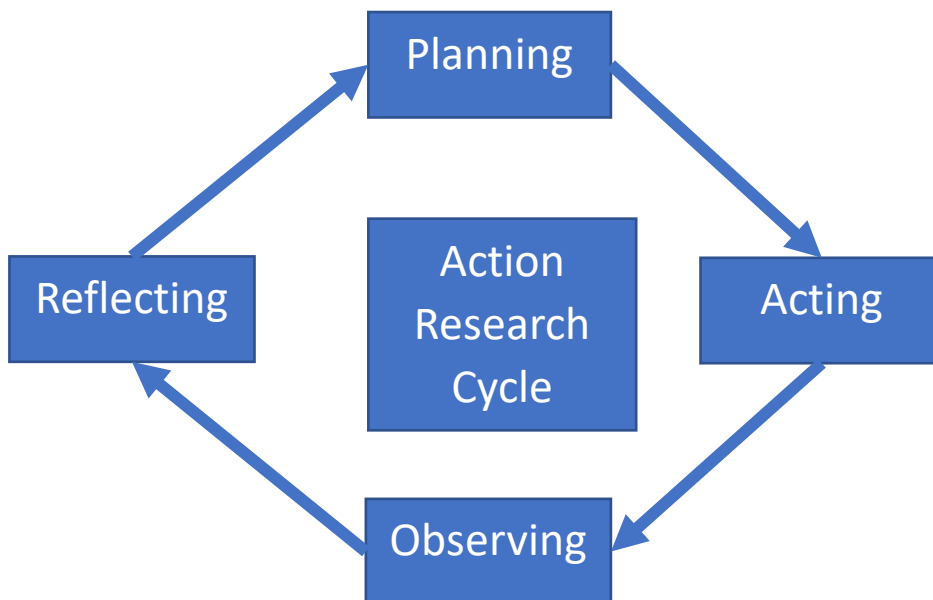


[Job Description](#)

[Participant information sheet](#)

## Job description

As a co-researcher you will work in a team with four other co-researchers and a university researcher to plan, develop and deliver the study. No previous experience of this is needed, as full training is given. The approach being used is called 'Action Research.' This follows a cycle of planning, acting, observing and reflecting, see below. There will be focus groups both for the planning and reflecting stages. The 'acting' and 'observing' will take place in the community.



(Costello, 2003, p.7)

Key tasks include: -

- Contributing to the designing and planning the various stages of the study for example how and what information we might collect to measure our impact
- Contributing to the designing and facilitating of focus groups for example helping to find a suitable community venue, designing the questions being asked at the focus groups or leading a discussion at a focus group
- Recruiting people from the Bolton community to take part in the focus groups for example this might be writing an advert and circulating this in your networks

Other tasks may include interviewing the participants or helping to share the findings of the study.

The extent of how much you would like to be involved as a co-researcher will depend on your personal commitment and level of interest. You may also wish to be involved in other stages of the study, for example carrying out some of the actions agreed at the planning groups or observing and recording the actions as they are carried out.

We are looking for enthusiastic community members who are passionate about tackling the climate crisis. No previous knowledge or experience needed but team working and people skills would be useful.

You will be given all the relevant training including action research training

Costello, P.J. (2003) Action research. Bloomsbury Publishing.

## Participant information sheet – Co-researchers

### **1) Title of study:**

**The Climate Crisis and Community Action Research Study (CCCARS)**

### **2) Name of Researcher:**

Bryony O'Connor, PhD candidate at the University of Salford

### **3) Invitation to take part in this study**

You have expressed an interest in the co-researcher role. In addition to being a co-researcher we would also like to understand your experience in taking part in the study. So, you are now also being invited to take part in the Climate Crisis and Community Action Research Study (CCCARS) research programme as a research participant. Before you decide on whether to take part, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully before you decide whether you wish to take part. You are welcome to discuss this project with others before you make your decision.

Please ask the Lead Researcher, Bryony O'Connor (B.C.OConnor@edu.salford.ac.uk) if there is anything that is not clear or if you would like more information.

### **4) Purpose of the study**

There is a climate crisis as global temperatures rise. This is causing serious environmental and health impacts. In Bolton, we are working towards net-zero carbon emissions. This means not releasing more carbon than is captured. To do this we need to emit less carbon.

This study supports a community-led response to the climate crisis. It aims to understand how we can bring communities together and take the collective action we need to cut our carbon emissions.

### **5) Why have you been chosen?**

As a result of your interest in becoming a co-researcher, we would also like to understand your experiences. We hope that you will take part in recording your experiences of being a co-researcher.

### **6) Do I have to take part?**

As a co-researcher you will go through a recruitment process for the job role outlined in the advert. As a Co-researcher you will also be asked to take part as a participant, and this is entirely voluntary.

If you decide to take part as participant, you may withdraw at any point. The information gathered up to the point of withdrawal may still be processed for the purpose of the study. You will not however be identifiable, and the data will be anonymised.

If you decide to withdraw from the study at any point this will not affect your ability to access services.

If you wish to withdraw from the study please let the Leader Researcher know either in person or via email [B.C.OConnor@edu.salford.ac.uk](mailto:B.C.OConnor@edu.salford.ac.uk)

### **7) What do I have to do? What will happen to me if I take part?**

You will have received information about your role as a co-researcher through the advert and job description. We would also like you to be involved as a participant. In the role as a participant, you will be observed by the lead researcher, during meetings and focus groups, who will take notes of key discussions and make observations around group dynamics. This will be written up and themed and you will not be identified in any final reports. You will also be invited to take part in some questionnaires at the beginning and end of the study. This is to capture knowledge and behaviours around climate change and understand your aspirations for taking part in this study. At the end of the study there will be some final reflection interviews to capture your experiences in taking part as a co-researcher.

### **How long will I be involved in the study?**

Participation in the study will be approximately 48 months, starting in December 2022 and finishing in December 2024.

### **8) Payment and expenses?**

You will be reimbursed for all out-of-pocket expenses including travel and childcare costs.

Training for the research will also be paid for.

As a co-researcher will you also be paid. Please see the job advert and employment conditions for further information.

### **9) What are the possible disadvantages and risks for taking part?**

The role of a co-researcher will require a certain level of commitment including some evening and weekend work. The study will be designed by the co-researchers so all efforts will be made to accommodate family/work commitments.

As a co-researcher you may facilitate focus groups and you may come across strong and/or differing opinions. This may feel uncomfortable but there will be training offered if needed and you will be supported by the lead researcher and other co-researchers.

If you wish to withdraw at any point this will not affect your payment for the time spent on the project to date.

### **10) What are the possible benefits?**

This study will help us to increase our understanding of how we can bring communities together to cut our carbon emissions. In taking part in this research as a co-researcher you are supporting the development of a community approach.

As a co-researcher you will have the opportunity to participate in action research training and other training to help develop your research and other transferable skills.

We are a University and so it is part of our reason for being that we advance knowledge through research as well as through teaching. Your participation in this research helps us to do that.

### **11) What if there is a problem?**

If there is a problem or you want to raise an issue or concern during the study please contact the lead researcher on [B.C.OConnor@edu.salford.ac.uk](mailto:B.C.OConnor@edu.salford.ac.uk)

If you want to raise an issue or concern relating to the study please contact the university supervisor, Penny Cook [p.a.cook@salford.ac.uk](mailto:p.a.cook@salford.ac.uk) or telephone Call 0161 296 52804

Or

The Chair of the Ethics panel, by email: [ethics@salford.ac.uk](mailto:ethics@salford.ac.uk).

## **12) Will my taking part in the study be kept confidential? / What will happen to the results of the research project?**

Yes, your taking part will be kept confidential. Outlined below is how we will collect, store and keep your data safe.

At the beginning of the study the following personal and identifiable data will be collected. Your gender, age, ethnicity and postcode. This is to ensure that the participants of this study represent all our diverse communities in Bolton.

We will also collect your individual responses recorded in meetings, focus groups, questionnaires and interviews.

During the course of the study we will ask your permission to take photographs and film some sessions. If you agree/consent these will be used in published reports and specific websites and social media platforms.

We will ensure that your data is held securely on password protected documents on the University computer. Any paper copies of meeting notes, focus groups, questionnaires or interview transcripts will be kept in a locked cabinet only accessible to the lead researcher.

As a participant your personal data will be given a research code and a master list identifying participants to the research codes will be held on a password protected document on a University computer. This is to ensure that you are not identifiable. Only the Lead Researcher and Lead Supervisor will have access to this. All research data, such as meeting notes, focus groups, questionnaires and interview transcripts will be fully de-identified with participants being known only by their code.

There may be a time when Regulatory Authorities for research & development purposes may need to view identifiable data for monitoring and audit purposes. Any Personal Data provided will be with your consent as a participant of this study or there will be legal purpose for sharing this.

All identifiable data will be stored for 3 years or until the end of the study, whichever comes first. The information is then fully deleted and paper materials disposed of in confidential waste. An anonymised dataset (with names and identifying details removed) will be stored for a minimum of 10 years.

Some of the data will be shared with the co-researchers who are helping with the study. This however will be limited to meeting notes, agendas, interview transcripts that have been anonymised and will not include personal identifiable data.

The Lead Researcher is a Bolton Council employee, and this study is being carried out on behalf of Bolton Council and the University of Salford. The data therefore may be shared with Bolton Council. This will only be done in an anonymised way to support the development of climate focused action in Bolton.

The findings from this study will be shared through presentations, written reports and publications.

For the purposes of research, we may use your direct words (quotes) in written reports or presentations but this will be analysed as a group, and you will not be identifiable. Photographs, film footage and/or real names may be included in written reports as a case study, to share the findings and promote the study, but we will ask for your written permission. If you do not wish to have your image included, this is not a problem.

Co-researchers and participants will be asked to keep information confidential.

'[Chatham house rules](#)' will be applied where participants will be free to share information which maybe sensitive or personal within focus groups, meetings and interviews however according to the Chatham House rules these details should not be shared outside of the meetings. If information is shared afterwards, participants will be reminded to keep this anonymous and to not identify individual participants. This will be explained at the beginning of these meetings.

If you disclose information that suggests that you or someone else is at risk of harm, the researcher is obliged to report the matter for the safety of anyone who may be at risk.

For further information about the University's processing of personal information for research purposes, please follow the link to the University's Research Privacy Notice: <https://www.salford.ac.uk/privacy>

**13) What will happen if I want to stop being part of the study?**

If you withdraw from the study at any time but the data you have contributed to date cannot be removed. It will however be carefully anonymised.

**14) What will happen to the results of the research study?**

The findings will be published in a journal and shared through local, regional and national networks as presentations and reports. It is intended that the results of the study will also be written up in an open access toolkit to support further community-led climate change action. The findings may also be used as a case study in an Action Research Textbook.

**15) Who is organising or sponsoring the research?**

This study is funded by the National Institute of Health and Care Research (NIHR) as part of their Local Authority Doctoral Fellowship Scheme. The Lead Researcher is a Bolton Council employee and student at the University of Salford. The University of Salford is the Sponsor for the research.

**16) Further information and contact details**

1. General information about the research – please contact the lead researcher on [B.C.OConnor@edu.salford.ac.uk](mailto:B.C.OConnor@edu.salford.ac.uk)
2. If you would like to know specific information about this study please contact the lead researcher on [B.C.OConnor@edu.salford.ac.uk](mailto:B.C.OConnor@edu.salford.ac.uk)

**17) Will I be recorded and how will the recorded media be used?**

The meetings, focus groups and interviews will be recorded through written notes, video and audio and will be used for analysis. For illustrative purposes, film and photos will be used in published reports and specific websites and social media platforms. No other use will be made of them without your written permission, and no one outside the project will be allowed access to the original recordings.

**Finally**

Thank you for taking the time to read this Participant Information Sheet.

You will be able to keep a copy of this Participant Information Sheet for your records.

If you decide to take part in this study, you will be asked to sign a consent form and will be given a copy of this also to keep.